

OPERATIONS BULLETIN #18

***Subject: Day-to-Day Maintenance and Emergency Repairs
OES Fire Apparatus***

In accordance with the terms set forth in the Agreement for Temporary Transfer of Vehicular Equipment, the Assignee agrees to pay for all repairs up to \$100.00, provided such repairs do not directly result from the dispatch of such apparatus by the State through regular established channels. Repair costs exceeding \$100.00 will be assumed by the State.

The State of California agrees to furnish certain contract items for replacement on assigned fire apparatus. Contract items (TIRES, BATTERIES, WINDSHIELDS and/or FIRE HOSE) must be obtained through and approved by the Office of Emergency Services.

The following procedures apply in all cases where State funds are necessary for replacement of equipment or repairs to apparatus.

In no case, shall the Assignee purchase any item involving State funds, or authorize repairs in excess of \$100.00 without prior approval of the State of California, Office of Emergency Services. Failure to comply with the listed instructions may result in the State not approving the expenditure and Assignee being held responsible for the entire amount of the repairs.

Day-to-Day repairs of any amount shall not include changing or modifying of the apparatus. Any modifications that require holes drilled, welding or fabrication must be pre-approved by the Fire Chief, Office of Emergency Services, Fire and Rescue Branch.

PROCEDURES FOR:

Towing and Emergency Roadside Services: 24-hour emergency roadside service is provided by the State of California by contract with National Automobile Club roadside service (800) 600-6065. OES Fire and Rescue Branch should be notified (916) 845-8711 of any significant situation or extended out of service event.

Regular service, maintenance and reporting: Maintenance and service shall follow Maintenance Bulletin #32. **Reporting:** Service repair documents, inspections, pump test records, hose test records, and opacity test results shall be submitted to OES Fire and Rescue Branch, Sacramento once each year.

All repairs to be reimbursed by State OES shall require that the Assignee receive prior authorization from OES by completing an OES "Fire Apparatus Repair" worksheet (Form-161, attached), providing a Cost Estimate and faxing both to (916) 845-8396.

ROUTINE AND NORMAL OPERATIONS

Repairs of Less than \$100.00, the Assignee shall:

1. In those cases where normal repairs and no expenditure of State funds are anticipated (less than \$100.00), the Assignee shall proceed with such repairs at their own discretion.
2. Notify the OES Fire and Rescue Assistant Chief (page or phone) assigned to the Region in which the apparatus is assigned whenever apparatus is placed "out-of-service" for repairs (unavailable for response).
3. Notify Local and Operational Area Fire and Rescue dispatch center to advise the change of status anytime the apparatus is placed "in-and-out-of-service". Remember to prompt your dispatch to notify the Region Fire and Rescue dispatch center who shall relay the information to OES Fire and Rescue Branch, Sacramento.

Repairs over \$100.00 up to \$350.00, the Assignee shall:

1. Notify the OES Fire and Rescue Assistant Chief (page or phone) assigned to the Region in which the apparatus is assigned whenever the apparatus is placed "out-of-service" for repairs (unavailable for response).
2. Notify Local and Operational Area Fire and Rescue dispatch center to advise the status anytime the apparatus is placed "in-and-out-of-service". Remember to prompt your dispatch to notify the Region Fire and Rescue dispatch center who shall relay the information to OES Fire and Rescue Branch, Sacramento.
3. Complete the OES Form-161, provide a Cost Estimate and fax both to (916) 845-8396. **Form-161** must be completed by providing: the OES engine number, license plate number, current mileage, year, make, model, explanation of service/repair and point of contact information (phone, fax and address) of both the Assignee and the Vendor. The **Cost Estimate** provided by either a Vendor or the Assignee is required and includes parts, labor, tax and all identifying information of the O.E.S Engine. The Dispatch Clerk or the Fleet Administrator will record the request, assign a Fire Authorization Number (FAN) and return the **Form-161** by fax to the Assignee.
4. After the work is completed and the apparatus returned to "in-service" status, the Assignee must sign the bottom of **Form-161** to certify that the service/repairs have been completed and fax to OES at (916) 845-8396 and file the document in the engine file. The Assignee shall notify the Operational Area Dispatch and the Region Assistant Chief.

Repairs In Excess of \$350.00, the Assignee shall:

1. Notify the OES Fire and Rescue Assistant Chief (page or phone) assigned to the Region in which the apparatus is assigned (list attached) whenever apparatus is placed "out-of-service" for repairs (unavailable for response).
2. Notify Local and Operational Area Fire and Rescue dispatch center to advise the status anytime the apparatus is placed "in-and-out-of-service". Remember to prompt your dispatch to notify the Region Fire and Rescue dispatch center who shall relay the information to OES Fire and Rescue Branch, Sacramento.
3. Complete the OES Form-161, provide a Cost Estimate and fax both to (916) 845-8396. **Form-161** must be completed by providing: the OES engine number, license plate number, mileage, year, make, and model, explanation of service/repair and point of contact information (phone, fax and address) of both the Assignee and the Vendor. The **Cost Estimate** provided by either a Vendor or the Assignee is required and includes parts, labor, tax and all identifying information of the O.E.S Engine. **Additionally**, repairs over \$350 will require the Department of General Services Auto Inspector's authorization prior to the repair/service. OES will contact the Auto Inspector assigned to the county where the OES engine is stationed for their authorization number and OES will return the information to the Assignee, documenting it on **Form-161**. The Auto Inspector may/will contact the Assignee's representative or repair facility to survey the work to be done, and verify or assign the vendor. The Dispatch Clerk, or secondly the Fleet Administrator, will record the request, assign a FAN, document the Auto Inspector's authorization number and return the Form-161 by fax to the Assignee, prior to any maintenance or repair work.
4. After the work is completed and the apparatus returned to "in-service" status, the Assignee is to sign the bottom of Form-161 to certify that the repairs have been completed and fax to OES at (916) 845-8396 and file the document in the engine file. The Assignee shall notify the Operational Area Dispatch and the Region Assistant Chief.
5. Procedures for payment of the \$100.00 deductible will be evaluated on an individual case basis. Dependent upon circumstances, State OES Fire and Rescue Branch reserves the option of waiving reimbursement of the deductible by the Assignee.

Replacement of Tools and Equipment

- a. All lost or damaged equipment shall be recorded on the vehicle log with an explanation of what occurred.
- b. Replacement of equipment or tools which the Assignee is responsible for under the terms of the agreement shall be made as soon as possible and recorded on the vehicle log and inventory (F-157).
- c. Request for replacement of equipment that is the responsibility of the State, shall be made in writing to Fire Chief, OES Fire and Rescue Branch, Sacramento.
- d. Assignees shall record loss or damage incurred on large mutual aid incidents on the vehicle inventory (**Form-157**). Damage and/or lost equipment shall be noted on **ICS 214** (unit log). Documentation shall be submitted to the Fire Chief, OES Fire and Rescue Branch, Sacramento. Copies of all **ICS 214's** shall be retained by the Incident, by the responding apparatus (Assignee), and by the OES Agency Representative. If no OES Agency Representative is assigned or available, include copies of all paperwork (**ICS 214's** & receipts) with the information sent to OES, Sacramento.

EMERGENCY OPERATIONS

Repairs - whether traveling to or from, or working at emergencies, the following shall apply:

1. Contact OES Fire and Rescue Coordinator or Agency Representative working at scene. If there is no OES Agency Representative available:
 2. Contact OES Fire and Rescue Branch, Sacramento, by telephone (916) 845-8711 as soon as possible;
- or**
3. Contact the OES Warning Center (916) 845-8911 and request a page be sent to the Fire Duty Officer, with reliable contact information.

Voyager Fleet Credit Cards:

1. In no case shall OES credit cards be used for repairs without prior authorization from OES Fire and Rescue Branch.
2. Shall not be used to purchase hose, tires or batteries without prior approval of OES Fire and Rescue Branch.
3. Use and security is the responsibility of the Assignee.
4. Day to day fuel use is the responsibility of the Assignee and purchases should be used only on OES mobilizations.

In some cases, the agencies/incidents requesting OES apparatus will provide emergency repair personnel and replacement equipment at the scene or incident base. These facilities should be utilized whenever possible. Problems or concerns should be directed to the OES Agency Representative or to OES Fire and Rescue Branch, Sacramento (916) 845-8711.

State of California – Office of Emergency Services – Fire Rescue Branch
Operation Bulletin #18

FIRE ENGINE STATUS – REPAIR ORDER WORKSHEET

I

ASSIGNEE

Start Date _____
OES Engine # _____ Region _____ Operational Area _____ Assignee _____
License # _____ Make _____ Model _____ Year _____

Assignee Point of Contact

Name _____ Title _____ Phone _____) _____ - _____ Fax _____) _____ - _____
Email _____

Second Point of Contact

Name _____ Title _____ Phone _____) _____ - _____ Fax _____) _____ - _____
Email _____

Engine Status: Remain in Service ☐ Mileage _____ Date _____
Removed from Service ☐ Mileage _____ Date _____
Return to Service ☐ Mileage _____ Date _____

Explanation of Service, Repair or Replacement needed:

Work to be completed by ☐ Assignee Shop ☐ Vendor ☐ Incident _____

Contact Name _____ Title _____ Phone _____) _____ - _____ Fax _____) _____ - _____

Vendor Name _____ Address _____

Cost Estimate: Parts \$ _____ Labor \$ _____ Tax \$ _____ TOTAL \$ _____

**NOTE: ENSURE SERVICE/REPAIR IS NOTED IN VEHICLE MAINTENANCE LOG
FAX THIS REQUEST TO OES/FIRE & RESCUE 916) 845-8396**

H

OES

OES Tracking

161 received date _____

Estimate of work _____

Auto Inspector (A/I)

Both fax'd to A/I date _____

A/I Name _____

A/I authorization # _____

Fire # _____

OES Tracking

Given to Assignee _____

Given to Vendor _____

Invoice must be billed to OES/Fire & Rescue, 3650 Schriever Avenue, Mather, CA 95655.
Invoices over \$350 are mailed directly to Auto Inspector by vendor.

H

ASSIGNEE

Once service/repairs are completed, please sign the statement below and **fax to OES HQ 916)845-8396**.

I, _____ do hereby certify that the repairs on Fire Tracking Number,
Fire # _____ in the amount of \$ _____ were completed and the invoice may be Stock
Received by OES personnel and processed for payment.

Signed _____ Date _____
Title _____ Phone _____) _____